

Contra Costa County Bar Association  
Fee Arbitration Program

CONFIRMATION OF DESK ARBITRATION  
TELEPHONE HEARING DATE

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_, Assigned Arbitrator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Re: Fee Arbitration \_\_\_\_\_ v. \_\_\_\_\_ Case # \_\_\_\_\_

Mr/s \_\_\_\_\_ has requested a hearing telephonically, in addition to providing the written information required by the Desk Arbitration Submission Date of \_\_\_\_\_.

The telephone hearing is scheduled for \_\_\_\_\_ at \_\_\_\_\_ o'clock.

Mr/s \_\_\_\_\_ shall be responsible for all costs associated with the conference call and is responsible to initiate the conference call on the date and at the time of the hearing.

If you should settle your dispute prior to this date, please notify the arbitrator at the above number and the Fee Arbitration Coordinator at (925) 370-2541.

cc: Emily Day, Fee Arbitration Coordinator  
Contra Costa County Bar Association  
704 Main Street  
Martinez, CA 94553